

**GENERAL GUIDELINES FOR SEED MONEY**

**This is a translation of the German Guidelines for Seed Money. The document has been translated to the best of our ability, but only the German and French versions are binding.**

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## 1. SCOPE

The following general terms and conditions for funding agreements (hereafter General Guidelines) define a framework for the Seed Money grant. They apply to the funding streams “Research, Innovation and Transfer” (which covers doctoral training programmes) and “Teaching” of the Seed Money start-up funding programme of the EGTC Eucor – The European Campus. By requesting the transfer of the awarded funds, the grant recipients declare their agreement with these General Guidelines.

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## 2. DEFINITIONS OF TERMS FOR THE PURPOSES OF THESE GUIDELINES

### Project

For the purposes of these guidelines, a project is a project in all academic disciplines a) in the funding stream “Research, Innovation and Transfer” (including doctoral training programmes), for the preparation of a structuring application for third-party (external) funding, or b) in the funding stream “Teaching”, for the innovative development of degree programmes and teaching.

### Project management: Project leader and project partners

Project leaders (*Projekträger:innen, porteurs et porteuses de projet*) are the main applicants at the member universities of the EGTC Eucor – The European Campus. The project management consists of the main applicant – project leader/spokesperson of the consortium – and the project partner(s).

### Project funds

Project funds are the funds awarded by the EGTC Eucor – The European Campus within the scope of the Seed Money grant. The EGTC Eucor – The European Campus transfers the awarded funds to the member universities involved in the project in accordance with the grant decision.

### Member universities of Eucor – The European Campus

The European Grouping of Territorial Cooperation (EGTC) Eucor – The European Campus (hereafter also referred to as “Eucor” or “European Campus”) is composed of the following members according to article 4 of its convention:

- the University of Basel
- the University of Freiburg
- the Université de Haute-Alsace (Mulhouse-Colmar)
- the Karlsruhe Institute of Technology
- the University of Strasbourg

### Project duration

The project duration is the period of funding by the EGTC Eucor – The European Campus. The maximum project duration is 24 months. The project will begin and end on the agreed dates or new dates provided by the project leader after receiving the grant notification. The project duration must be indicated on the request for funds.

## 3. REQUIREMENTS FOR THE APPLICATION

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The Seed Money start-up funding programme aims to strengthen excellence in research, innovation and transfer as well as teaching within the EGTC Eucor – The European Campus and to sustainably intensify cooperation between the member universities. It serves, particularly in research, to prepare larger, structuring projects that are to be financed in the long term by third-party (external) funds and are expected to contribute to strengthening excellence within the network. The projects funded by Seed Money must therefore be carried out at the member universities of the EGTC Eucor – The European Campus.

Only project consortia that actively involve at least two member universities of Eucor from at least two countries in the project are eligible to apply. The project must be conducted by researchers and/or teachers from different member universities of the EGTC Eucor – The European Campus from at least two countries. The success of the project depends significantly on the cooperation and exchange of ideas between these researchers and teachers and should intensify sustainable and continuous cooperation.

Project consortia may also include other research and educational institutions that are not part of a university in the EGTC Eucor – The European Campus, as well as companies, public authorities or other non-scientific institutions, especially from the Upper Rhine region. Any project contributions by consortium participants who are not part of a university of the EGTC Eucor – The European Campus shall be at their own expense.

By submitting the application, the applicants confirm that the expenses for which funding is requested do not form part of other funding applications submitted in parallel to other funding agencies. Should such an application be submitted to another agency after submitting the application to this programme, the applicants shall immediately inform the Secretariat of the EGTC Eucor – The European Campus.

### Funding stream “Research, Innovation and Transfer” (including doctoral training programmes)

The Seed Money start-up funding in the “Research, Innovation and Transfer” stream, which covers doctoral training programmes, aims to promote cooperation between the member universities of the EGTC Eucor – The European Campus. It serves the preparation of major projects funded by third-party (external) national or European funding bodies (taking into account the differences between academic fields) and is granted for a maximum of 24 months. Projects

in this funding stream can be dedicated to fundamental research, applied research or a combination of the two. Funding is also available for programmes in doctoral training.

Researchers are eligible to apply provided they are employed at a member university of Eucor – The European Campus and provided their career level corresponds to the “Recognised Researcher (R2)” category at minimum, according to the nomenclature of the EURAXESS platform. In France, the following functions are considered “Recognised Researchers (R2)” according to these Guidelines: *professeurs des universités*, *maîtres de conférences* as well as *assistants titulaires*. In Germany, professors (including junior professors and holders of tenure-track professorships), *akademische Rätinnen und Räte*, junior research group leaders and research assistants (*wissenschaftliche Mitarbeitende*) in an advanced post-doc phase are considered “Recognised Researchers (R2)”. At the University of Basel, this includes professors, research fellows (*wissenschaftliche Mitarbeitende*) and research assistants with PhDs in an advanced post-doctoral phase.

At the University of Strasbourg, all Seed Money grants in the category “Research, Innovation and Transfer” are to be managed at a *unité de recherche* and exclusive of VAT.

#### Funding stream “Teaching”

The funding stream “Teaching” aims to support innovative projects in the development of degree programmes and teaching and shall involve at least two member universities of Eucor – The European Campus from at least two countries. The main objective is to develop and improve teaching formats that provide solutions to the specific challenges of studying and teaching within the European Campus and that enable students and teachers to optimally benefit from the synergetic and/or complementary resources and competences on the Upper Rhine.

The call for projects for Seed Money funding from Eucor – The European Campus in the funding stream “Teaching” is open to established university teachers and lecturers of the member universities, provided they are employed at the respective university. In France, this includes professors, *maîtres de conférences*, *enseignants du second degré* and *assistants titulaires*. In Germany, established university teachers are professors (including junior professors and holders of tenure-track professorships), *akademische Rätinnen und Räte*, research assistants and post-docs with proven teaching experience. In Switzerland, this includes the professors as well as research and post-doctoral staff with proven teaching experience.

All projects are welcome in the “Teaching” stream and are eligible for funding, **including those for which only a smaller amount is requested.**

At the University of Strasbourg, all Seed Money grants in the “Teaching” category are to be managed at a *composante de formation* and inclusive of VAT.

#### 4. MANAGEMENT PRINCIPLES

The funds granted can only be used within the scope specified in the grant notification.

The EGTC Eucor – The European Campus grants a lump sum total amount for the project (global budget). The project funds are transferred to the member universities participating in the project at the beginning of the project in accordance with the approved provisional budget.

The funds granted can only be used to cover expenditure incurred up to the end of the project duration. Expenditure is considered to be incurred when the work that led to the expense has been completed or when the planned service has been provided. A cost-neutral extension of the project duration for a maximum of six months is possible at the request of the project leader, in particular in the case of proven delays when filling positions or obtaining external services. A cost-neutral extension of the project duration can also be applied for should the reasons for this be deemed justified. A cost-neutral extension of the project duration must be applied for at least four weeks before the end of the project duration.

A copy of the provisional project budget shall be made available to the university administrations concerned for the management of funds.

The funding of the project does not entail funding for any indirect expenses at the respective universities (programme flat rate or overhead). It is not possible to transfer project funds to the budgets of the member universities.

If a project partner who has been granted funding leaves a member university during the funding period, he or she may be substituted or replaced by a new project partner from the same member university. The EGTC Eucor – The European Campus must be informed of this in a timely manner.

##### Eligible expenditure

Seed Money funding covers direct research costs. This means that the EGTC Eucor – The European Campus only provides project funds to cover expenses that are directly attributable to the project. This includes personnel and operating costs. The funds granted are to be used sparingly and in accordance with the financial and accounting regulations of the respective university. Expenditures incurred during the project that are paid within six months after the end of the project at the latest are eligible for funding.

Eligible personnel costs include the gross labour costs (gross remuneration + employer's contributions) for project staff positions directly required for the successful completion of the project. These may be academic staff, student and academic assistants or non-academic staff. The collective agreement applicable at the respective institution must be observed.

The personnel expenses granted according to the funding notification are transferred to the respective universities at the beginning of the project duration. Annual bonuses are eligible for funding for the months in which the staff members are actually employed for the project.

Operating costs include expenses for services and external expertise, travel, events and the publication of research results, provided that these are directly related to the success of the project. The applicable rules for these expenses at the universities must be observed.

#### Ineligible expenditure

Ineligible expenses in personnel costs include financing the employment of the project leaders and/or project partners at the member universities. Categorically excluded is the funding of employee benefits that are covered by social security funds and insurances if the employer is reimbursed for these, as well as the funding of employee benefit costs or the funding of non-cash benefits.

As Seed Money does not allow the financing of basic equipment, expenses for construction and furnishing; for rent, operating and maintenance costs; for general institute equipment (such as IT equipment, office furniture, instruments, protective clothing); for the acquisition, replacement or repair of equipment; for postage, telephony and office supplies as well as expenses for the use of university-owned service facilities are also not eligible for funding.

Costs related to exchange rate fluctuations, insurance to hedge against exchange rate fluctuations as well as contributions to property insurance are also not eligible.

#### Accounting procedures and bookkeeping

Financial and accounting management is carried out by the staff in charge at the university concerned. Depending on the university, this may be the project leaders and partners, faculty staff or central administrative units. The financial and accounting regulations applicable to the respective university must be observed. For each grant, at least one project must be established through which the income and expenses incurred are handled in accordance with the applicable accounting regulations. Receipts (invoices, business trip requests, etc.) shall be kept in accordance with the relevant university regulations.

The EGTC Eucor – The European Campus shall transfer the total amount granted with debt-discharging effect at the beginning of the project duration in a lump sum to the specified accounts of the universities of the project leaders and the project partners. All expenditures incurred in a currency other than in euros must be reported to the EGTC Eucor – The European Campus in euros. Conversions are to be exclusively conducted with the currency converter of the European Commission<sup>1</sup>, unless national regulations require the university to use another tool.

<sup>1</sup> [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)

**The approved budget is binding with respect to the amounts. Reallocations of funds are possible, but require prior approval. Project funds not spent or not used in accordance with these guidelines are to be returned to the EGTC Eucor – The European Campus after auditing of the use of the funds.**

#### Third-party (external) contributions

If follow-on funding from other third-party (external) funders commences during the project duration, the Seed Money project duration ends at the beginning of this follow-on funding. However, partial funding of the project by third parties is possible. In this case, the use of these funds must also be documented.

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#### Proof of use of funds

When the project is concluded, proof of use of the project funds must be provided to the EGTC Eucor – The European Campus within six months by means of the form “*Verwendungsnachweis/Justificatif d’utilisation des fonds*”. The use of funds must be detailed separately for each project partner. The project leader is responsible for submitting the proof of use to the EGTC Eucor – The European Campus.

#### Audit of the use of funds

The EGTC Eucor – The European Campus is entitled to audit the use of funds by inspecting the project’s books and supporting documents or to have them audited. In case of an audit, the administrative units responsible for keeping the accounts are obliged to report on the use of the Seed Money funds to the EGTC Eucor – The European Campus.

## 5. CHANGES AND REVOCATION

### Changes

Significant changes to the project, its objectives, the project partners, the expected project duration and the intended use of funds must be submitted in writing to the EGTC Eucor – The European Campus.

### Revocation of funding

If, after receipt of the grant notification, the conditions decisive for project funding are no longer met or have been substantially modified, the EGTC Eucor – The European Campus may adjust or revoke the grant. If any funds have already been paid, they may be reclaimed in full or in part.

In particular, the EGTC Eucor – The European Campus may make the decision to adjust or revoke the grant if the earmarked budgets have not been made available to it, if incorrect or incomplete information has been provided relating to the grant requirements, if any conditions have not been observed, if the project has still not started six months after the grant has been

awarded, if the rules of good scientific practice have been deliberately violated or if the funds have not been used for the intended purpose.

## 6. RULES OF GOOD SCIENTIFIC PRACTICE

The EGTC Eucor – The European Campus assumes that the project partners follow the rules of good scientific practice and that the existing instruments for their compliance are being used at the member universities. In the event that scientific misconduct is identified, the EGTC Eucor – The European Campus reserves the right to demand corrections of misrepresentations and to reclaim funding or to exclude the project partners concerned from future applications.

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## 7. PROJECT RESULTS AND COMMERCIAL EXPLOITATION

The EGTC Eucor – The European Campus does not claim any rights to the results of the projects it funds. All protectable and non-protectable work results produced by the project partners or their staff belong to these project participants or the respective universities.

The university offices responsible for research and innovation transfer offer support for the commercial exploitation of research results, the acquisition and maintenance of intellectual property rights and the search for interested parties.

## 8. REPORTING OBLIGATION

By accepting the notification of funding, the project leader agrees to submit a final report on the results achieved by the project and on the status of the preparation of the application for third-party (external) funding to the Assembly of the EGTC Eucor – The European Campus within twelve months after the conclusion of the project. The contributions of the project partners and, if applicable, the contributions of project participants who are not employed by the members of the EGTC Eucor – The European Campus shall be identified accordingly.